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TO : Chief, Intelligence School

DATE: 29 October 1957

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 44, 22 October - 29 October 1957

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1. The Operations Support Faculty has decided to use the PP case suggested by [] WH Division. Arrangements have been made for [] to work within the Division and have access to Division files for the purpose of preparing the case.

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2. Necessary clearances and advice of required sterilization were completed on the FI case being located by [] for use in Operations Support. The faculty is reviewing this case and it will be ready for the typist within two weeks. It is planned to reproduce this for student study and present it in the current Dispatch and Report form as a Division file and broken down in categories according to the system now used.

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3. [] has been invited to present a sixty minute lecture in the Operations Course at [] on 13 November covering various logistical procedures at field stations. [] will confer with representatives of the various divisions in the Office of Logistics to gather current material for this presentation.

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4. The Supply Handbook for Field Case Officers has been received from Reproduction and is ready for distribution and use. It is contemplated that this Manual will be given to the Chief, Field Training, for review and possible use in the Operations Course at []

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5. Production on Logistics film "The Other Hat" is scheduled to start on 12 November. [] has been invited to act as technical advisor insofar as the material covered is concerned. [] attended a meeting consisting of all members of the production staff and cast for the purpose of familiarizing the cast with the script and purpose of the film.

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6. In collaboration with [] has formulated a set of key questions to be used when conferring with staff and division chiefs, Office of Personnel, relative to present and anticipated training needs within their respective areas.

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7. [] has reviewed the partially completed training aids being prepared in Graphic Arts and has suggested a few minor revisions. He has also revised the Pay and Allowances lecture outline and incorporated therein by reference the new aids and exhibits.

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8. [] participated in a question and answer session with the Foreign Service Administrative Officers during the briefing held on 25 October.

9. [] is attending a two day session of budget and fiscal officers being conducted outside of Washington.

Personnel Notes

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[] has begun Basic Supervision #35.

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